

Department of Human Services

CHECKLIST FOR CHILD DEVELOPMENT HOME REGISTRATION

Name <u>Heidi Jensen</u>	Telephone Number	Date of Inspection <u>10/2/13</u>	
Street Address <u>351 SW Kennybrook Dr. Grimes</u>	City	State <u>IA</u>	Zip Code <u>50111</u>

Date of initial registration \_\_\_\_\_ Date of registration at current category \_\_\_\_\_

The following are requirements contained in Code of Iowa, Chapter 237A or 441 Iowa Administrative Code, Chapter 110 that must be met by a registered child development home. For each requirement, check the "yes" box if the home meets the requirements, or the "no" box if the home does not meet the requirement. If the answer is no, complete the comment column with a few words describing where the deficiency was found, how many 'items' were missing (such as children's files, immunization cards, etc.) or what the problem was. If a requirement does not apply to this particular home, enter NA for 'not applicable' in the "yes" box.

SECTION 1.

YES	NO	REF.#	RULE	COMMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>		FOR ALL CATEGORIES, A PROVIDER'S OWN INFANTS AND PRESCHOOLERS ARE COUNTED. A PROVIDER'S OWN SCHOOL-AGE CHILDREN ARE NOT COUNTED. RELATIVE'S CHILDREN ARE COUNTED, REGARDLESS OF AGE.	
<p>For child development homes Category A complete Sections 1 and 2.            For child development homes Category B complete Sections 1 and 3.            For child development homes Category C complete Sections 1 and 4.</p>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	237A.3A(3d)	Location is a single-family residence that is owned, rented, or leased by the person/program who is registered. May be an apartment, condo, townhouse, or other individual unit within a multiple unit residential dwelling. May NOT be a commercial or industrial building that is primarily used for purposes other than a residence.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	110.4	No more children are in care than the rules for the specific category will allow.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	110.5(1)	Conditions in the home are safe, sanitary, and free of hazards.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a	Has a non-pay working telephone. A cell phone cannot be the primary phone.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Numbers for police, fire, ambulance, poison information posted by phone.	

✓	i	An annual laboratory analysis shows satisfactory bacteriological quality <u>if</u> a private water supply is used. Nitrate analysis when children under 2.	
NA		If water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided.	
✓	j	Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.	
✓		The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.	
✓	k	Fire and tornado drills are practiced monthly and documentation kept.	advised, give new form
✓	l	A safety barrier surrounds any heating stove or heating element.	
✓	m	1. Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.	
✓	n	2. Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.	
✓		Each smoke detector has been installed according to manufacturer's recommendations.	
✓		Each smoke detector is tested monthly, and a record is kept for inspection purposes.	
✓	o	Smoking and use of tobacco products prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation.	
✓		Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and <a href="http://www.iowasmokefreeair.gov">www.iowasmokefreeair.gov</a> .	
✓	p	Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.	
NA	q	Providers inform parents of the presence of any pet in the child development home.	

✓	u	The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.	
✓	v	The provider has written policies about responding to health-related emergencies.	
✓	w	Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.	
✓	x.	For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal. (Please note: At the time of initial publication, this rule was not yet adopted. This provision becomes effective when the rule is adopted.)	
	110.5(2)	A provider file is maintained and contains:	
✓	a	A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.	
✓	b	Certificates or training verification documentation for:	
✓		Within the first three months of registration:	
✓		Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter).	due Nov 2013
	✓	Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration  If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.	need to find card
✓		During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years	

✓		b	Includes quiet play.	
✓		c	Includes activities for large muscle development, such as running, climbing, riding toys, etc.	
✓		d	Includes activities for small muscle development, such as coloring, puzzles, fingerplays, play dough, etc.	
✓		e	All play equipment and materials are in a safe condition, for both indoor and outdoor activities.	
✓			All activities are developmentally appropriate for the ages of the children present.	
✓			All equipment and materials are adequate for the number of children present.	
✓		110.5(4)	The certificate of registration is displayed in a conspicuous place.	
✓		110.5(5)	Parents are afforded unlimited access to their children and to the providers caring for the children whenever their children are present, unless parental contact is prohibited.	
✓		110.5(6)	Discipline.	
✓		a	Corporal punishment including spanking, shaking and slapping is not used.	
✓		b	No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.	
✓		c	No punishment is administered because of a child's illness, or progress or lack of progress in toilet training.	
✓			No punishment or threat of punishment is associated with food or rest.	
✓		d	No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.	
✓		e	Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others.	
✓		110.5(7)	Meals: Regular meals, midmorning snacks and mid-afternoon snacks are well-balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program.	
✓			Children may bring food to the child care home, but are not required to provide their own food.	

✓	i	Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.	
✓	j	Injury report forms to document injuries requiring first aid or medical care.	
	110.5(9)	The provider meets the following requirements:	
✓	a	Gives careful supervision at all times.	
✓	b	Frequently exchanges information with the parent of each child to enhance the quality of care.	
✓	c	Gives consistent, dependable care.	
✓		is capable of handling emergencies.	
✓	d	Is present at all times, except if emergencies occur or an absence is planned.	
✓		If absence is planned, care is provided by a DHS-approved substitute.	
✓		If absence is planned, the parents are given at least 24 hours prior notice.	
✓	110.5(10)	Substitutes	
	a	All standards regarding supervision and care of children apply to substitutes.	
	b	Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.	
	c	The substitute must be 18 years of age or older.	
	d	Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.	
	e	The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.	

		f	When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.	
		110.9(2)	Provider qualifications:	
		a	The provider is at least 20 years old.	
		b	Has a high school diploma or GED.	
		c	Meets one of the following:	
		a –	Has two years of experience as a registered or nonregistered child care provider	
		c –	Has a child development associate credential or any two-or four-year degree in a child related field and one year of experience as a registered or nonregistered child care provider.	
		110.9(3)	Facility requirements	
		a	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
			There is a minimum of 50 square feet outdoors per child in care.	
		b	There is a separate quiet area for sick children.	
		c	Minimum of two direct exits to the outside from the main floor	
			All exits terminate at grade level with permanent steps.	
			If the second story or basement are used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside	
			If a basement window is used as an exit, the window is openable from the inside without the use of tools.	
			The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.	
			The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
			Child care is not provided above the second floor.	

		c	Meets one of the following:	
1		a	Has two years of experience as a registered or nonregistered childcare provider.	
1		c	Has a child development associate credential or any two-or four-year degree in a child related field and one year of experience as a registered or nonregistered child care provider.	
		110.10(3)	Facility requirements:	
✓		a	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
✓			There is a minimum of 50 square feet outdoors for each child in care.	
✓		b	There is a separate quiet area for sick children.	
2		c	Has a minimum of two direct exits to the outside from the main floor.	
✓			All exits terminate at grade level with permanent steps.	
✓			If the second story or basement are used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.	
✓			If a basement window is used as an exit, the window is openable from the inside without the use of tools.	
✓			The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.	Clear outside path of toys
✓			The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
✓			Child care is not provided above the second floor.	

Signature of person completing form	Agency	Date
<i>Michelle Graft</i>	DHS	10/2/13

Signature of provider	Co-Provider (Child Development Home C only)	Date
<i>Heidi Jensen</i>		10/2/13